



MINUTES
COMMUNITY ACTION AGENCY BOARD MEETING
OVERTOWN TRANSIT VILLAGE NORTH
701 NW 1 COURT, 1ST FLOOR TRAINING ROOM
MIAMI, FLORIDA 33136
MONDAY, MARCH 12, 2012
4:00 P.M.

Members Present

Dr. William Zubkoff
James Fayson
Lillie Williams
Dr. Joyce Price
Levy Kelly
Marjorie York
Joyce Galbut
Irene Taylor-Wooten
Nick Alvarez
Diane Benitez
Elaine Adderly
Delleperche Joseph
Rev. Wilfred McKenzie
Vice Mayor Dorothy Johnson
Richard Brown-Morilla
Dr. Santarvis Brown
Reynold Martin
Paola Pierre
Larry Williams
Alphonso McCray
Dr. Tonya Thomas
Cristobalina Pinillo
Anita Youngkin
Alan Morley
Jean Fincher
Sam Walthour (for Tonya Ferguson)

Members Excused

Andrea Walker
Lisa M. Martinez
Madelin D'Arce
Beverly King
Edward Dieguez
Tonya Ferguson
Marie Birts
Stephanie McIntosh
Guadalupe Maldonado
David Garcia

Members Absent

Miguel Perez
Ilenia Sanchez-Bryson
Audrey Doyle-Braxton (resigned)
Jannie Russell (resigned)
Israel Andrews
Kametra Driver
Com. District 3 (vacancy)
Com. District 10 (vacancy)
Com. District 12 (vacancy)
Com. District 13 (vacancy)

This represents a quorum.

CALL TO ORDER

Chairperson Dr. William Zubkoff welcomed everyone, and called the meeting to order at approximately 4:15 p.m. Rev. Wilfred McKenzie gave the inspirational message. Upon the request of the Chair, Dr. Joyce Price led Board members in the recitation of the Mission Statement. Introductions followed and the floor was then opened for business.

I. CHAIRPERSON'S REPORT:

Approval of Minutes

Chairperson Zubkoff requested a motion to approve the minutes of the CAA Board meeting held on Monday, February 13, 2012. **Dr. Joyce Price moved and Lillie Williams seconded the motion to approve the minutes of the CAA Board meeting held on Monday, February 13, 2012.**

Committee Reports

A. Executive Committee, Dr. Joyce Price, Chairperson: Dr. Joyce Price reported that the Executive Committee met on Monday, March 5, 2012 and discussed, reviewed and approved the minutes of the Executive Committee meeting held on Monday, February 6, 2012, and accepted the minutes of the Head Start/Early Head Start Policy Council, and the minutes of the Issues/Self Sufficiency Committee. Dr. Price also reported that the Executive Committee reviewed the edits to the CAA Board Bylaws by the County Attorney's Office and recommends Board approval of the edits and recommended changes. She concluded her report by saying that the Executive Committee reviewed, approved and recommends forwarding of the Nominating Committee's proposed Slate of Officers for 2012 to the full Board for consideration. **Lillie Williams moved and Vice Mayor Dorothy Johnson seconded the motion to approve both the acceptance of the printed minutes of the Executive Committee meeting held on Monday, February 6, 2012, and the verbal report of the Executive Committee meeting held on Monday, March 5, 2012. The motion passed unanimously.**

B. Finance Committee, Edward Dieguez and Delleperche Joseph, Co-Chairpersons: Delleperche Joseph reported that the Finance Committee met on Monday, March 12, 2012, and reviewed, discussed and approved the Finance Committee minutes for the February 6, 2012 meeting. He also reported that the Finance Committee reviewed, discussed and approved the Summer Food Vendor Award in the amount of \$2,079,000 to the primary vendor, Lincoln-Marti Community Agency, Inc. Mr. Joseph commented that, in the past, the Dade County School Board provided the summer meals, however, an RFP was issued to seek a new provider of summer meals, and two entities responded and the School Board was not one of the respondents. He further stated that staff from CAHSD and the Internal Services Department are recommending that the award be given to Lincoln-Marti Community Agency, Inc. He went on to note that the Finance Committee had significant discussion about the RFP solicitation timeframe,

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accountability in terms of monitoring the number of meal counts, and the cost of the program. Mr. Joseph noted that the committee felt that staff satisfactorily answered all of their questions. Mr. Joseph also noted that at the meeting the Finance Committee reviewed and discussed the clearance received from the Office of Head Start regarding the audit of the Head Start Quality Improvement and COLA (ARRA) program, reviewed and approved the Revenues and Expenditures report, and was provided with a presentation regarding the Head Start Monitoring Review Process by the Head Start Director, Ms. Jane McQueen. He concluded the Finance Committee report by announcing that the Finance Committee welcomed one new member, Ms. Paola Pierre. Chairperson Zubkoff thanked Mr. Joseph for a thorough report, and opened the floor for questions and comments.

Richard Brown-Morilla asked for clarification on the number of the members on the Head Start Monitoring Team. The answer given by Ms. McQueen was, twenty-three (23). Irene Taylor-Wooten asked whether the stipulation that the local school board had to be the provider of summer meals was still in effect. Ms. McQueen responded saying, “No” the language had been interpreted to mean that it was permissible to use other entities if that entity can provide the service at a lower cost. If so, then the department can elect to do business with that entity with the approval of the funding source. Ms. Taylor-Wooten then asked, “Then we are no longer held to the School Board anymore?” Ms. McQueen stated, “Right.” Chairperson Zubkoff asked if this was a major change in terms of contracting with the School Board for the summer meals program as opposed to contracting with a different vendor.

Ms. McQueen advised the Board that this is a major change in terms of contracting with the School Board. She provided the Board with a brief overview of the School Board’s involvement with the summer meals program over the past years. She stated that the interpretation was that while the department should consider the Dade County School Board, they were not mandated to only do business with them. She further commented that due to the increase in cost to provide the summer meals by the School Board, an invitation to bid was issued to seek a new provider of summer meals. She further noted that this item is under the Cone of Silence, and the department is restricted as to what information can be shared at this time. Chairperson Zubkoff asked if any anticipated fallout is expected due to this change of vendors. Ms. McQueen stated that she does not anticipate any fallout regarding the change of vendors---the School Board provided the cost that they would charge for the meals and it is higher than what was submitted by the primary vendor. Chairperson Zubkoff asked whether the School Board submitted a bid. Mr. Joseph responded saying that that question was also raised during the Finance Committee meeting, and staff responded that the School Board did not submit a bid for the summer meals program but they did forward a list of their pricing. Irene Taylor-Wooten questioned that, “If the School Board forwarded their price list were they under the assumption that they have the contract?” Ms. McQueen responded by saying, “No” but she would go back and check again. She noted that the School Board forwarded an email indicating that

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their contract was about to expire and the summer meals amount was not included, so they provided their price list (Ms. McQueen offered to get a copy of the email for the Board's information).

The discussion regarding the summer meals program continued as Vice Mayor Dorothy Johnson commented about the quality of the food and the timeliness of the delivery. She noted that her not-for-profit agency receives summer meals, and last year, they had to buy food because the delivery was not on time. She asked if the department has put an instrument in place to ensure the quality of the food served (a lot of the food comes frozen), and the timeliness of the delivery. Ms. McQueen responded that a site visit to the vendor's facility was conducted by the Internal Services Department as well as the department's Nutrition Coordinator and they were satisfied with the plans for delivery, the number of staff, number of vehicles, and their ability to deliver quality meals to all of the sites. Vice Mayor Johnson stated that since this is a new vendor an instrument needs to be developed to ensure that quality service is being provided to the children and that staff is kept abreast on an ongoing basis. Ms. McQueen assured the Board that ongoing monitoring of the sites will be conducted and tracked by the lead site supervisors and area supervisors.

Sam Walthour, sitting in on behalf of the Policy Council Chair, asked, "Did the School Board actually respond by coming to the bidders conference, and if not, did they indicate at any point that they were not interested in the summer meals contract?" Ms. Edwards stated that the School Board has been a vendor for the past 10 years and the department wanted to make sure that they were notified and if they were interested in responding they had the opportunity to do so. She further stated that the School Board was notified a number of times by the Internal Services Department of the solicitation and the timeframe so that they would have the opportunity to respond; however, to her knowledge, the School Board did not respond. Mr. Walthour then asked, "Then what sparked them to send in their pricing list?" Ms. Edwards commented that the department's Nutrition Program Manager had multiple discussions with the School Board about pricing so that the Internal Services Department had some idea of what the prices were in the past. Vice Mayor Johnson suggested that since the School Board has been our vendor for approximately the past 10 years, and the department has not received a response from them, that we should reach out to them just to make sure of their interest or lack of interest in the program. Irene Taylor-Wooten reminded the Board about the Cone of Silence issues regarding the two bidders and suggested that the County send a letter to the School Board clarifying that a bid was issued and since they have not responded to it that the County is moving forward, and if they have any questions advising them to get in touch with us.

The discussion continued regarding the summer meals program focusing on the pros and cons of using frozen meals, and whether or not the School Board was duly notified of the bid process. After an exhaustive discussion on the matter, Chairperson Zubkoff recommended that staff take the lead on this item and provide clarification to the Board on the process that transpired. He then

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requested a motion to approve the Finance Committee report. Prior to the motion being made Mr. Joseph gave a closing comment regarding the quality issue--- suggesting that if the School Board does not get involved with the summer meals program this year, perhaps an invitation could be sent to both vendors to give a 5 to 10 minute presentation about their services. Richard Brown-Morilla reminded everyone about the timeframe and approval path in order to have the contract in place before the summer meals program start-up on June 1, 2012. Chairperson Zubkoff agreed, and again recommended that the Board assign this matter to staff as a priority to follow through with the School Board. He then asked Ms. McQueen if she had any additional information to share with the Board. Ms. McQueen read the contents of the email that was received from the School Board stating, "...because the Community Action and Human Services Department does not have a contract to cover summer meals services with Miami-Dade County Public Schools Department of Food and Nutrition the process to enter into a contractual agreement must start as soon as possible." Ms. McQueen commented that what the email is basically saying is that the department did not have a contract in place and for staff to contact the School Board by Tuesday, March 20, 2012, if the decision is to contract with them for summer meals. Chairperson Zubkoff then stated that it appears that the department is in the midst of the process, with two bidders who have responded and that they are under a Cone of Silence. He further noted that the CAA Board is advising staff to do their due diligence and thorough review of the incumbent (School Board), the existing program and the future program for the benefit of the children to have a healthy and happy summer. Richard Brown-Morilla recommended that the Board request staff to expeditiously confer with the County Attorney's Office regarding what appears to be the interest of the incumbent as to what is politically and legally correct so that we do not offend the School Board and erroneously exclude them from this process, and still meet the timeframes and the obligations to feed our children. Ms. Raiford asked, "Is it the assumption that the School Board did not know that the program was open for bid?" Chairperson Zubkoff commented that we are not sure, as it is the Board's consensus that the School Board is thinking that this is an ongoing process and that they are a player in the process. Ms. Taylor-Wooten explained that the question came about because for the past 10 years the School Board has been the vendor that provided summer meals services, and it has always been the thought that the department had to do business with the School Board. Then the question was asked how did we get to the point that we can now put it out to bid when we were told in the past that we could not put this item out for bid. She further stated that the response was that there was a re-interpretation of the ruling that allowed for the program to go out for bid.

Vice Mayor Johnson stated that a legal opinion is needed because it was not clear that the School Board did not know that it was not an automatic contract renewal. She went on to say that somewhere in the procurement process the department should have something noted as to who was sent information, and the method of getting the information out. She concluded by saying that the department needs to bring closure to this issue, and if the bid is already closed there are certain things the department cannot do at this time. Ms. Davis-Raiford requested that Shirley

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Almeida respond to the questions regarding the procurement process. Ms. Almeida stated that much of the ongoing conversation between the Internal Services Department took place with Ms. Ruthe White, Nutrition Coordinator for the Head Start Program. Ms. Almeida also noted that Ms. White conducted a site visit with the recommended vendor. Ms. White then responded that the School Board was notified, and that extra efforts were made to ensure that they were aware that the item was going out for bid. Ms. Davis-Raiford asked staff to clarify how potential bidders were notified of a bid opportunity. Ms. Almeida stated that in this particular case an email was sent to the School Board as well as telephone notification made to them regarding the bid process. She said that she would research the matter further and provide an update as soon as possible. Ruthe White stated that the School Board was sent notification of the bid, and Ms. Edwards also confirmed that she spoke directly with the Internal Services Department who assured her that the School Board was notified of the solicitation long before the due date. After more discussion regarding the timeline when the School Board was notified, and when they sent a letter to the County to contact them, Chairperson Zubkoff again recommended that the CAA Board direct the CAHSD administration to aggressively follow-up with the School Board on this matter tomorrow morning in order to bring about closure and an amicable resolution. **Delleperche Joseph moved and Dr. Joyce Price seconded the motion to approve the minutes of the Finance Committee Report. The motion passed unanimously.**

Chairperson Zubkoff then requested a motion to approve the Finance Committee's action items as follows:

- Summer Meals Program. **Richard Brown-Morilla moved and Delleperche Joseph seconded the motion to approve the Summer Meals Program with the caveat that the CAHSD Administration aggressively follow-up with the School Board on this matter tomorrow morning in order to ensure a mutual understanding of what transpired.. The motion passed unanimously.**
- Head Start Quality Improvement and COLA (ARRA) Audit Clearance. Mr. Joseph stated that this is not an action item, it is information only.
- Head Start Monitoring Review Process – Presentation. Mr. Joseph stated that this is not an action item, it is information only.

C Head Start/Early Head Start (HS/EHS) Policy Council, Tonya Ferguson, Chairperson: Sam Walthour, BCC representative to the Policy Council, provided the report in the absence of the Chairperson, Ms. Tonya Ferguson who was unable to attend the meeting. Mr. Walthour reported that the Policy Council held its past two regular meetings on Thursday, February 2, 2012 and March 1, 2012, and reviewed, discussed and approved the following actions items:

- January 5, 2012 Policy Council minutes
- January 19, 2012 Policy Council Special Call minutes
- February 2, 2012 Policy Council minutes
- February 16, 2012 Executive Committee minutes

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- Screening Committee Recommendations: 1 Social Worker; 5 Teacher Assistants, and 5 Teachers
- Planning and Budget Report
- 2012 Community Assessment Update

In addition, Norissa Nelson, Westview parent, was appointed as the new representative on the Board of Directors of Legal Services of Greater Miami. **Dr. Joyce Price moved and Lillie Williams seconded the motion to approve the Head Start/Early Head Start Policy Council minutes.** Chairperson Zubkoff asked if there were any comments or discussion on the motion. Vice Mayor Johnson reported that the Miami-Dade County Black Caucus of local elected officials held a Town Hall meeting on February 4, 2012 regarding the Head Start delegation plan. The meeting was well attended by approximately 230 persons with representation from staff, the Board of County Commissioners and the Mayor's Office. Vice Mayor Johnson asked had there been any further discussions from the County since that meeting. She went on to comment that the Black Caucus has since had some discussions with the School Board that has generated a greater interest. She further went on to say that it has now been requested that a similar meeting be conducted in the north area of Miami-Dade County as well as in the south area. However, if the issue regarding the delegation plan can be resolved in the Policy Council meeting with the parent's engagement then there may not be a need to have those meetings. Vice Mayor Johnson stated that the Black Caucus wants to be there to champion the issue and to lend support. She also noted that there were a number of questions generated from the meeting that needed to be answered by the Mayor's Office, but they have not yet been forwarded to him.

Mr. Walthour reported that there has been some discussion by the Policy Council regarding the issue but there has been no resolution at this point. The Policy Council Executive Committee met and discussed the full delegation issue. Subsequent to that at the March 1st Policy Council meeting there was discussion about the full delegation, however there was no position taken officially by the Policy Council at that meeting. Some of the members requested additional information and time to read through the document in order to digest and better understand the process and the issue. Mr. Walthour announced that the Policy Council will conduct a special call meeting at 6:30 p.m. on Thursday, March 22, 2012 to conclude discussion regarding the full delegation and to take some official position on the issue. Richard Brown-Morilla commented that the February 16th Policy Council Executive Committee minutes reflect that the Executive Committee voted for the disapproval of the delegation plan, and he urged staff to make every effort to make sure that all of the information is adequately understood to avoid any disagreements.

Mr. Brown-Morilla then directed the Board's attention to the Policy Council minutes on handwritten page 25, in the last paragraph, in which Ms. Ferguson, referring to the Performance Standards, asked for and was granted permission to

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appoint four (4) additional voting members to the Policy Council. Mr. Brown-Morilla asked for clarification as to how these appointments “square up” with the Board of County Commissioners’ (BCC) approved Policy Council format, questioning was this 4 more voting members on top of what the BCC has adopted? Ms. McQueen responded that the minutes needed to be corrected as there were two (2) voting members appointed instead of four (4). Mr. Brown-Morilla then rephrased his question and asked, “Are these two additional voting members over the number that the BCC had set as how the Policy Council should be composed?” Ms. McQueen responded affirmatively saying that these are two additional positions. Mr. Brown-Morilla then stated that we now have the Policy Council override of the BCC’s procedure, yet in a different way. Chairperson Zubkoff commented that the Policy Council composition was and is determined by the BCC. A discussion followed, and it was suggested by Mr. Brown-Morilla that staff should communicate these amendments to the BCC so that they might consider amending their proposal to avoid any disagreements.

Mr. Brown-Morilla applauded the Policy Council for their proactive stance to impanel a team to assist with the Impasse Procedure process. He then directed the Board’s attention to the top of handwritten page 29, second paragraph, in which a Charles Drew Head Start parent expressed concerns regarding mold in the ceiling. Mr. Brown-Morilla requested that Mr. Michael Grubbs investigate and provide the Board a status report regarding the mold issue at the Charles Drew Head Start Center. Ms. McQueen stated that she will get with Mr. Grubbs and provide the Board with a status report regarding that issue.

Mr. Brown-Morilla then directed the Board’s attention to handwritten page 44 under the Policy Council Executive Committee minutes of February 16th, and noted that there are a number of dollar figures that are stated in assertion of the fact of whether or not there was a deficit, and whether or not there was an overage of \$6.2 million. He stated that the Head Start Policy Council’s Ad Hoc Committee labored long and hard to make efficiency recommendations and cost savings, and the CAA Board has not yet received clarification from staff regarding their position on those recommendations. The Board requested the information in November 2011 but to date, no information has been provided. Mr. Brown-Morilla again requested a status update from staff to address whether or not there was a deficit, and if so, how much, etc.

Vice Mayor Johnson added that there were other follow up items that the Board requested, there was a concern about playground equipment and a locked gate at the playground. She stated that a status report should be provided by staff showing that these issues have been corrected and that there is documentation on file as proof that the issues have been addressed. Chairperson Zubkoff agreed saying that the Board wants thorough follow through by administration on any issue that is identified and brought to the Board. Ms. McQueen stated that she will provide the Board with a status update regarding the mold issue at the Charles Drew Head Start Center. Ms. McQueen stated that she has already addressed a

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letter to the person regarding the locked gate and the playground and copied the CAA Board Chairperson, Ms. Davis-Raiford and Mr. Russell Benford. She went on to report that staff immediately retrieved the key from HUD and have made keys available to the responsible parties so they can open the gate in case of an emergency. Regarding the playground issue, Ms. McQueen noted that staff immediately met with the Public Housing and Community Development Department to determine the status of the playground. A bid request has been submitted for the playground, three of the four floor plans have been approved and staff was informed that the installation of the playground equipment would begin in approximately 8 weeks. In addition, they have agreed to put signs up and a security camera to help deter vandalism. Ms. McQueen said that she issued a challenge to the person addressed in the letter to also help the department keep the playground in safe and working order, and to relate that information to the residents. Chairperson Zubkoff thanked Ms. McQueen for the update. He commented that whenever someone brings an issue to the Board, it is the Board's wish that management/administration will start the very next working day to follow through on the issue. Mr. Brown-Morilla stated that since this was a concern expressed by a Board member regarding the Arthur Mays Head Start Center at our meeting, as well as a third concern relating to the inoperative security camera which the Board member pointed out could be of some value in deterring vandalism, that in the future, when a Board member has raised a concern to please respond back to the full CAA Board not merely to the CAA Board Chairperson. Ms. Davis-Raiford commented that it appears there is a weakness in our tracking and she will assign someone specifically to respond within 24 hours and that the Board would be provided with a written response.

Mr. Brown-Morilla stated that at the beginning of the February 13th CAA Board meeting he had expressed a desire to add some items to the agenda. He said that he gave the items to staff---these specific items were all for follow-up; however, none of those items were included in the agenda package. (Note: Three of the items were addressed regarding the Arthur Mays Head Start Center). Mr. Brown-Morilla then asked when will the Board be provided with an update on the Head Start Policy Council Ad Hoc Committee's recommendations on efficiencies and savings because in November the CAA Board took a position asking for a formal response. Joyce Galbut commented about the process and the importance of having a tracking system in place with hard time documentation. Chairperson Zubkoff thanked everyone for their input, and then called for the vote on the motion to accept the Policy Council report. **The motion passed unanimously.**

D. Issues/Self Sufficiency Committee, Mr. James Fayson and Marie Birts, Co-Chairpersons: James Fayson reported that the Issues/Self-Sufficiency Committee met, and there were no action items, only informational items, and he moved for the adoption of the minutes. **Dr. Joyce Price seconded the motion to approve the minutes of the Issues/Self Sufficiency Committee.** Chairperson Zubkoff asked if there were any comments or questions. Irene Taylor-Wooten directed the Board's attention to handwritten page 186, under Self-Sufficiency Initiatives noting that there appeared to be a typo in the sentence that reads, "The

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Census 2010 data indicates that there has been a substantial reduction from 248,000 to 20,866 persons living in overcrowded housing.” Ms. Taylor-Wooten stated that it appears that the sentence should be corrected to read, “The Census 2010 data indicates that there has been a substantial reduction from 248,000 to 200,866 persons living in overcrowded housing.” Hearing no other corrections, Chairperson Zubkoff called for the vote. **The motion passed unanimously.**

E. Youth Initiatives Committee, Dr. Tonya Thomas and Dr. Santarvis Brown, Co-Chairpersons: Dr. Santarvis Brown reported that the Youth Initiatives Committee will meet at 3:00 p.m. on Thursday, March 15, 2012 at the Overtown Transit Village North building, 701 NW 1 Court, 10th Floor South Conference Room.

F. CAA Board Bylaws Committee, Lillie Williams, Chairperson: At the request of Chairperson, Lillie Williams, Ms. Irene Taylor-Wooten provided the Board with a brief summary update of the Bylaws. Ms. Taylor-Wooten reported that the Bylaws that the Board approved were reviewed and vetted by the County Attorney’s Office. After reviewing the document the County Attorney’s Office has recommended a few edits including, adding back language that is in the Ordinance that cannot be changed, and revised language regarding filling Commission vacancies. Ms. Taylor-Wooten noted that in response she added an additional step regarding filling Commission vacancies still keeping it within the 60 day timeframe. Ms. Taylor-Wooten stated that she forwarded the new revisions of the Bylaws to the members of the Bylaws Committee for their input, but she has not received any feedback from anyone regarding those changes. Ms. Taylor-Wooten stated she will again forward the Bylaws to the committee members for their review and feedback. Mr. Brown-Morilla directed the Board’s attention to Attachment 1, page 19 of the Bylaws and requested realignment of sections 6 and 7, and to change Agency throughout the document to reflect the full name of the department. He also recommended under Section 9, page 19 (third line), “Members shall be allowed no more than three excused absences...” should be changed to read “Members shall be allowed no more than three unexcused absences...” Chairperson Zubkoff requested that the Bylaws Committee review the changes, make the corrections and bring the document back to the Board.

G. CAA Board Nominating Committee, Diane Benitez, Chairperson: Diane Benitez, CAA Board Nominating Chairperson, reported that the Bylaws Committee met and recommended filling the 2nd Vice Chair position and retaining all the other officers. After some discussion, it was the unanimous decision of the committee to recommend the following 2012 Slate of Officers for Board approval:

Chair	Dr. William Zubkoff
1 st Vice Chair	Dr. Joyce Price
2 nd Vice Chair	Irene Taylor-Wooten
2 nd Vice Chair	Alphonso McCray (if Ms. Taylor-Wooten declines)

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3 rd Vice Chair	Beverly King
Secretary	James Fayson
Assistant Secretary	Marjorie York
Treasurer	Edward Dieguez
Parliamentarian	Levy Kelly

Ms. Benitez concluded by stating that nominations will be welcomed from the floor during the election of officers. Chairperson Zubkoff thanked Ms. Benitez for the Nominating Committee Report. He announced that the CAA Board will hold election of officers at its April 9, 2012 meeting, and at that time, nominations will be taken from the floor. Chairperson Zubkoff requested a motion to approve the minutes of the Nominating Committee. **Lillie Williams moved and Tonya Thomas seconded the motion to approve the minutes of the Nominating Committee.** Chairperson Zubkoff asked if there were any comments or questions. Ms. Paola Pierre stated that after reading the minutes she felt somewhat offended by some of the wording used for the selection criteria, specifically the word “retired.” Ms. Benitez explained that the committee considered those persons who had the time to devote to the needs of the Board, the criteria considered was not meant to discriminate, exclude or disqualify anyone. A discussion followed about the selection process of the slate of officers for the CAA Board. Comments made included: the 3rd Vice Chair should move up in succession, the slate should reflect racial, ethnic and gender balance and that the process should be open and inclusive, etc. Dr. Price reminded the Board that nominations from the floor will be accepted on the day of the election at next month’s meeting, and she called for the vote to approve the slate of officers as presented by the Nominating Committee. More discussion followed on ways to improve the nominating committee’s selection process for nominating a slate of officers. At the conclusion of the discussion, Chairperson Zubkoff thanked the members of the Nominating Committee for developing the proposed slate of officers. He then called for the vote on the motion to approve the minutes, which included the proposed slate of officers. **The motion passed unanimously.**

II. DEPARTMENT DIRECTOR’S REPORT:

Ms. Lucia Davis-Raiford, Director, introduced Mr. Alberto Parjus, newly appointed Assistant Director of Administration, who will oversee the Department’s Fiscal, Budget and Grants section, Human Resources section, Information Technology section, Transportation, Facilities and Support functions, and the Energy Programs section. She provided the Board with a brief summary of his background and qualifications. Mr. Alberto Parjus expressed his gratitude for having been given the opportunity to join the Community Action and Human Services Department. He stated that he is committed to delivering excellence and assured the Board that he will make sure that follow-up items will be addressed in a timely manner in the future.

Ms. Davis-Raiford also announced that Mr. David Allison, Public Information Officer, now reports directly to the Director’s Office. She also thanked the

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members of the CAA Board (Ms. Pierre, Mr. Joseph, and Ms. Taylor-Wooten) who took time out on Saturday, March 10th to come out and help with the Head Start employees who expressed an interest in responding to the REI and who aspire to become entrepreneurs (Head Start agency providers).

Richard Brown-Morilla commented that in prior years, the department did not have a budget to support the function for what Mr. Allison does (public relations), and he asked, “Is there now funding for that function?” Ms. Davis-Raiford stated that she was not sure if there would be a dedicated line item to fund public relations, but the department would cover the cost for these services.

Ms. Davis-Raiford then requested that Ms. Edwards, Assistant Director, provide the Board with the status update on the remaining items listed on the agenda under the Department Director’s Report.

- National Community Action Foundation Annual Legislative Conference, February 28-March 2, 2012 in Washington, DC: Ms. Edwards reported that three staff and two Board members attended the National Community Action Foundation Annual Legislative Conference in Washington, DC. She requested that one of the Board members give a summary of the conference. Dr. Price stated that the overall tone of the conference was that the present economic climate continues to be a challenge for programs with budget cuts, program cuts, etc.
- Grand Opening of LeJardin’s LEED Certified Green Head Start Facility on March 28, 2012 at 11:00 A.M.: Ms. Edwards announced the upcoming grand opening ceremony of the LeJardin LEED Certified Green Head Start facility in Homestead, Florida on Wednesday, March 28, 2012 at 11:00 a.m. Board members emphasized the necessity of having press coverage for this event. Ms. Davis-Raiford agreed and assured the Board that moving forward every effort will be made to make sure that the work of the CAA Board as well as the individuals on the Board are recognized. Richard Brown-Morilla commented that the Board would like to see that staff gets credit for the incredible hard work that they do. Chairperson Zubkoff stated that he would like to see the Program get highlighted. Mr. Brown-Morilla displayed a button that he received at the Community Action Partnership Conference on Miami Beach, the button read, “Community Action Proudly Helping America.” He also referred to other handouts that were distributed at the conference all of which were forms of advertisement for the Community Action Network. Mr. Brown-Morilla commented that the department could do a little self-promoting in addition to the effort that Mr. Allison does in generating press releases. He gave some examples of self-promoting ideas: bumper stickers, ads such as the one used by Miami Dade College with the “I Am Miami Dade College” campaign, etc.
- Project of the Year Award presented for the Greater Miami Service Corps “Crime Mitigation Program” in partnership with Miami-Dade County: Ms.

Edwards reported that the Greater Miami Service Corps was awarded the “Project of the Year Award” for the Crime Mitigation Program in partnership with Miami-Dade County. Ms. Edwards congratulated Ms. Deborah Dorsett, GMSC Division Director and staff for the great work they do and for receiving the Project of the Year Award. Ms. Dorsett thanked the Board for their continued support. She also thanked Mr. Sam Walthour and Mr. Alberto Parjus for their encouragement and support during the start-up years of the program. She commented that this program was the brainchild of Mr. Parjus with collaboration by Mr. Walthour and Ms. Edwards who all saw the potential in the program that allowed GMSC to provide opportunities to train young people for serving the community. Ms. Dorsett noted that the press release also has a YouTube Video section that gives live testimonies of the young people who have gone through the program and how the program has been a benefit to them. She concluded by saying, GSMC is honored to have been recognized for this program.

- Section 3 Guidelines – Letter to Mayor Carlos Gimenez from CAA Board: Ms. Edwards directed the Board’s attention to the letter addressed to Mayor Carlos Gimenez from the CAA Board Chair regarding the Section 3 issue. Dr. Price commented that the letter was well-written and she encouraged Board members to keep the pressure on in the community for economic development and self-sufficiency. (The letter was provided as a handout).

Ms. Edwards concluded her report by encouraging Board members to read the division reports in the agenda package.

III. OTHER BUSINESS

Lillie Williams urged Board members to take the time to encourage young people to strive to do their best.

Richard Brown-Morilla requested an update on the development of the Resolution regarding the CAA Foundation and Miami-Dade County. Ms. Edwards reported that the Resolution has been developed and is currently under review by the County Attorney’s Office.

IV. ANNOUNCEMENTS

Marjorie York announced that Women’s Exhibit, Inc. (WE) is hosting the fourth Miami Beach Women’s Conference at the Botanical Garden in honor of National Women’s History Month.

V. ADJOURNMENT

Chairperson Zubkoff thanked everyone for their attendance and then requested a motion to adjourn. Dr. Joyce Price made a motion which was seconded by Levy Kelly to adjourn the meeting. The meeting adjourned at approximately 6:20 p.m.

***Minutes – Community Action Agency Board Meeting
March 12, 2012***

Recorded by: John Hatcher, Secretary, CAHSD

Dr. William Zubkoff, CAA Board Chair

Date

James Fayson, CAA Board Secretary

Date